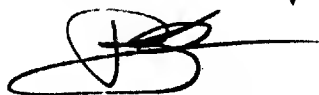


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Mr. Boffey

The attached will be
pertinent to the I/O Survey
of the Office of Finance



21 Dec. 67

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD / S R E G I S T R Y

FILE 04112-1

FROM: Office of Finance/Support Staff
1211 Key Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
1212 Key

28 Nov 67

Signature

2.

3. Deputy Director for Support
7D-18 Hqs.

4.

5.

6.

7.

8.

9.

10.

11.

12.

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14.

15.

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SECRET

0-67-1946-

DD/S 67-6146

28 NOV 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Policy Regarding Recruitment of Professional
Personnel - SF Career Service

1. The purpose of this memorandum is to provide you with factual information concerning Office of Finance recruitment efforts and professional standards for employment of new staff personnel. You and I discussed this matter on 31 October 1967. I believe this report will give you a comprehensive picture of our efforts over the past 18 months.

2. We have established and adhered to higher standards designed to enhance the professional competence and rotational flexibility of Finance Career staff personnel. Our main effort in recruiting has been, and will undoubtedly continue to be, directed toward filling and keeping filled the ☐ positions classified in grades GS-07 and below. These constitute ☐ percent of the total, ☐ positions, in the Finance Career Service staffing complement (See Att. A). Of these ☐ positions, ☐ are clerical (typists, stenographers, registry, time leave and pay clerks at GS-04, 05, 06, and 07.) This particular group of clerical positions does not require professional finance or accounting experience or a college degree to qualify for appointment. The remaining ☐ positions are those for which we have established standards requiring professional experience and academic attainments beyond the high school level. Of these ☐ are classified GS-07; ☐ GS-06; and ☐ GS-05. For the GS-07 level, a four-year college degree in accounting, business administration or equivalent experience or a combination of college level courses and work experience has been the qualifying criteria for the past 18 months and will continue to be so for the foreseeable future. The lower graded professional (or more correctly categorized sub-professional) positions at GS-05 and GS-06 require a lesser amount of qualifying experience and fewer years of college course work; normally a two-year college course i.e., an Associate degree in business, accounting or a combination of college level study and experience in these areas is the standard considering the outside employment market and the availability of qualified applicants.

3. The Office of Finance in coordination with the Office of Personnel has had an intensive recruitment program for professional personnel since September 1966. We have been using the above criteria for all professional applicants. Their files have been carefully reviewed prior to appointment processing by either me or my deputy. We will continue this review and close scrutiny to assure that the program stays on course and that we do not lower the quality standard of our intake.

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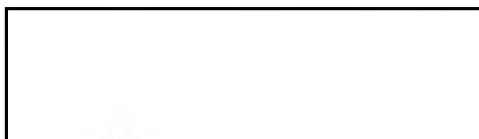


- 2 -

4. Additionally, eight Support Service Career Trainees were assigned to us during the past two years. These men are not, in most instances, accounting or business administration graduates, nor are they necessarily experienced in finance specialties. They were, or are now, being given on-the-job training. Three are currently overseas in Finance positions, three are assigned to operating components performing budget and fiscal work, and two are still receiving training in the Office of Finance. As all eight are in a special category, we have not included them in the attached statistical summary.

5. Attachment B reflects our total recruitment effort for the past 18 months. Attachment C provides a recapitulation and analysis of new appointees in the grade levels described above, including a few hired at grades 09 - 12, who also entered on duty during this period. Attachment D lists by name, individuals hired and gives the grade at which appointed and each person's academic and experience qualifications.

6. I trust this report and its accompanying attachments respond to your questions. I would be happy to discuss the matter further with you at your convenience if you so desire.



R. H. FUCHS
Director of Finance

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Attachments

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